

24 June 1981

MEMORANDUM FOR: Chief, NFAC/Planning Management and Evaluation Staff

FROM

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C/EP/PS/OP

SUBJECT : Personnel Planning Projections FY 82-83 (U)

1. The attached projections for the I Career Service and the ID Career subgroup are advisory to assist your personnel planning for FYs 1982 and 1983. The requirement to prepare an Annual Personnel Plan for transmittal to Office of Personnel has been dropped, but the need remains for promotion planning by the Career Service to assist the overview of Boards and Panels. The DDCI has confirmed that Career Services and subgroups are not required to publish and disseminate promotion targets to employees. However, he does expect Office of Personnel to provide you with the promotion projections and to monitor promotion progress. Particular care is required on the part of the Career Service to assure proper sex and minority representation in promotion and assignment. (U)

2. The projections are prepared separately for professionals and clericals in the Career Service. They provide possible control totals for the Career Service as a whole. Human Resources Planning Staff has a capability to prepare projections for selected major Career Subgroups on request. Such projections have been prepared for the ID career subgroup and a copy is attached for your information and transmittal to the subgroup. (U)

3. The projections reflect your increased ceiling for FY 1982 but not for FY 1983. The additional ceiling has been prorated to the grade structure below the SIS level. This additional ceiling does increase the potential number of promotions. In the projections, promotion rates have been used that permit a soft landing in FY 1983. In other words, if all additional promotion headroom were used in an expansion year, there would be a rapid decline in promotions when the expansion ends. The rates that have been used provide continuity of favorable promotion rates through both years. (S)

4. At some grades, the potential number of promotions may exceed the number of employees considered qualified for promotion. No unqualified employees should be promoted, of course. Other factors may affect the actual number of promotions; for example, it may happen that the number of separations will exceed expectation, making available more headroom for promotion than reflected in these projections. For whatever reason, if actual promotion numbers are significantly different from projection, the Career Service should be aware of the reasons. (U)

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5. Attachment 1 displays promotions, 2--accessions, 3--net outflows (reflecting separations, reassignments, and conversions; and 4--yearend strength. If an organization is a net exporter of employee to other components of the Agency, it will show in the "net outflows". If it is a net importer, it will show in the accessions. (U)

6. Your comments are invited. Please contact me, C/HRPS,

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